



CROYDON COMMUNITY SCHOOL
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Working with Children Policy

Rationale:

Any person whose duties usually involve, or is likely to involve, work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

Aim:

To ensure all staff and volunteers employed by the Department of Education and Early Childhood Development and Croydon Community School fall within the guidelines determined by the Working with Children Act to ensure school compliance with the Act.

Implementation:

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working with Children Check (WWC).
- Any staff member registered with VIT must provide a copy of current registration on renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of a current registration before commencing.
- Casual Relief Teachers employed must be registered with VIT
- All new ES staff employed must provide evidence of undertaking a Working with Children Check prior to confirmation of employment.
- Volunteers who are a parent and whose children would normally participate in an activity are exempt from requirements of the Act and therefore do not require a WWC but must undergo or hold a current Criminal Records Check.
- Volunteer WWC can only be used by people doing unpaid work.
- Other volunteers engaged in 'child-related work', all employees and volunteers, are responsible for completing the WWC required process.
- Regular Building and Maintenance Contractors entering the school premises will be required to produce evidence of a WWC.